

**ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF** to be administered in **ST. TAMMANY PARISH F.P.D. NO. 4** on **OCTOBER 27, 2004**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE ADMINISTRATION Knowledge of the principles of effective fire service administration, involving researching, planning, and organizing departmental operations; and personnel management, including the recruitment and selection of employees.	29.0%
FINANCIAL MANAGEMENT Knowledge of the financial management and planning processes of a public agency, including budget preparation; bookkeeping procedures; and overseeing the expenditure of budgeted funds.	36.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, and retention; and knowledge of effective report preparation procedures, including the organization of data into an effective written format for reports or official correspondence.	21.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to train employees; to evaluate the work of employees; to resolve conflicts; and to maintain discipline.	14.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 4th ed., 1996.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

MANAGING FIRE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 2nd ed., 1988.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

BUSINESS COMMUNICATIONS, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):
Chief Officer, 1st ed., 1985.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 18th ed., 1997.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

